

**METROPOLITAN HUMAN SERVICES DISTRICT
BOARD OF DIRECTORS MEETING
August 28, 2015
MINUTES**

A meeting of the Board of Directors of Metropolitan Human Services District was held on Friday, August 28, 2015 at the District office. The meeting was called to order at 12:37 pm.

Board members in attendance were: Dr. Joe Constans, Sylvie Tran, and Dr. Emily Clark. Board members not in attendance were: Dr. Petrice Sams-Abiodun, Charlotte Parent, and Dr. Sarintha Stricklin. A quorum was not present therefore no official business was conducted.

Other individuals present were: Gary Mendoza, Dr. Katherine Smith, David Timoll, Dale Higgins, Dr. Charlotte Cunliffe, Meghan Ferris, Dr. Michael Smith, Donna Francis, Eric Odom, Melanie Williams, Traci Brown, Dr. Brenda Edgerton-Webster, Paulanner Mack and Melanie Williams.

Chair's Report: Dr. Constans asked Ms. Tran to share an update on the RFP process for an Executive Search services firm. Ms. Tran provided a proposed timeline with tentative dates from the identification of a search firm through the start of the permanent Executive Director (see attachment 1). She also mentioned that a search committee had been formed with herself, Dr. Clark, Dr. Stricklin, Dr. Cunliffe and Ms. Ferris as members. Melanie Williams, MHSD's HR Director, was asked and agreed to join the committee. A suggestion was made to have the Executive Director position posted through MHSD's HR department in concurrence with the RFP. Ms. Williams agreed to handle this process. Dr. Constans initiated a discussion related to hiring a Board consultant to guide MHSD's Board of Directors. In accordance with the Board's monitoring calendar, Ms. Williams shared an update of the activities of the HR office, and Ms. Ferris shared monitoring reports related to the Emergency Executive Director Succession policy and the Ends Focus of Grants or Contracts policy with Board members. A current list of media mentions was also provided to the Board for review.

Interim Executive Director's Report: Mr. Mendoza mentioned that he had recently met with Dr. Smith and Mr. Timoll, and that the structure of MHSD's leadership would follow MHSD's revised Table of Organization until a permanent Executive Director is in place. He also requested input from leadership personnel in attendance and requested staff to contact him directly with any questions, concerns or issues. He stated that he would be signing all five Bayou Health contracts in the near future.

CFO's Report: Mr. Higgins stated that the audit conducted by the licensed accounting firm Duplantier, Hrapmann, Hogan & Maher, LLP had been completed and that the audit was unqualified, meaning no significant issues were found. Mr. Higgins said that when the final written report becomes available it will be shared with the Board. He also provided information to the Board and answered questions related to the close out of MHSD's fiscal year 2015.

Parish Reports: No parish updates were shared.

Other Business: No other business was conducted.

Invitation for Public Comment: Julie Olsen, Executive Director of Plaquemines C.A.R.E. Centers Foundation, Inc. (PCCCF) shared that Plaquemines parish has a lot of upcoming events planned for the 10 year anniversary of Katrina.

Adjournment: The meeting was adjourned at 1:33 pm.

Attachment available upon written request